

# **Information on the Organization of Study during the Emergency Measures**

**Information for Students of BA, MA, and PhD Study Programmes**

**Information for International Exchange Students**

**Information for the directors of departments**

**Information for lecturers**

---

**Information for Students of BA, MA, and PhD Study Programmes**

**Closure of CUFA Libraries Following the Preventing Measures Related to the Spread of Coronavirus Infection**

**29 June 2020**

In relation to the current interpretation of the emergency measures by the Ministry of Health, we inform that the restrictions of the personal presence of students while studying and the number of students in a group are lifted. The cancellation of the restriction of the personal presence of students while studying means that the examinations of courses and the Final State Examinations cannot be further held

remotely. The only exception is when the person is restricted by other measures related to the coronavirus epidemic, i. e. is in an individual or collective quarantine, or when they cannot travel to the Czech Republic due to a blockage of borders.

## **18 June 2020**

Due to multiplying inquiries, please note that the restrictions, which follows the emergency measures of the Ministry of Health, are still valid. In compliance with it, there can be a maximum of 15 students in a group and it is still necessary to sign a solemn declaration (a clean bill of health). Please, also note that the wearing of masks inside of the buildings remains obligatory.

## **22 May 2020**

### **Information on the organization during the exam period from 25 May 2020**

- From Monday 25 May, the entrances to the buildings of CUFA will no longer be locked. The obligation prescribed by the Government, students moving within the university's premises must sign a statutory declaration, still remains valid. The students fill the statutory declaration with their instructor before the lecture, examination, or consultation. Concerning GDPR, the documents will be safely stored in a designated workplace and then handed over to the Filing Office of CUFA for archiving.
- In the context of the current situation, the Management of the Faculty prefers the employment of attestations in distance forms. Nevertheless, the holding of an in-class attestation is possible only under the generally applied hygiene conditions (distancing, etc.).
- Attestations will be held in the form determined by the course's instructor who had informed their students by 15 May (see the Provision of the Dean No 5/2020 below).
- Regarding the development of the epidemiological

situation and in accordance with the applicable rules, different forms of attestation may be determined for each examination date. For example, June dates may be held remotely and September ones in class. The number and capacity of the announced dates remain the same as usual (see Rules of Study at CUFA). When combining different forms, the attestations' difficulty must remain the same. All forms of attestations count in the total number of examination dates.

## **Cancelled courses**

Even though the continuity of most of the courses offered in the summer semester was maintained remotely, a small portion had to be cancelled on objective grounds (e.g. excursions, etc.). Exceptionally, due to the emergency situation, the enrolment to these courses will be collectively cancelled. In SIS, these courses will not show as failed and, if the interest to pass them remains, the students will not have to submit a re-enrolment request.

### **21 May 2020**

**The document Basic methodology for taking the state final examination remotely (distance form) is now available in English [HERE](#).**

### **14 May 2020**

Related to the updated from 12 May, we provide the following summary of the current provision of the Ministry of Health of the Czech Republic that affects the operation of the Faculty base on the Government Resolution No. 537 passed on 11 May 2020:

- from 12 May 2020, the following are exempt from the obligation of covering their mouths and noses: students, participants in the admission procedure, academics, members of the State Examination and admission committees provided the distance between them is at

least 1.5 m and in the room is maximum of 15 people; this exception may be applied also to other attestations,

- until 25 May 2020 is still valid that the personal presence of students at university is allowed only when the requirement of max. 15 people present in a group is met; this restriction does not involve clinical and practical education and training,
- from 18 May to 25 May 2020, the participants in the admission procedure are also obliged to sign a statutory declaration,
- from 18 May to 25 May 2020, the restrictions of all indoor and outdoor mass events with the maximum 100 attendees at the same time with at least 2 m distance between them (except for household members) applies to the admission exams, there has to be a container with hand-sanitizer at disposal on the site; similarly, this regulation may also be applied on the realization of life-long education courses at universities.

**Despite the exceptions, The Management of the Faculty recommends keeping your mouths and noses covered.**

Statutory declaration will be for the time being required by all persons entering the building that do not work there or do not execute work for a third party.

Dispensers with disinfectants will be placed by the entrances to the buildings and rooms where the state and admission examinations are to be held.

## **12 May 2020**

**The rules of wearing face masks at universities from 12 May until 25 May 2020 according to the emergency measures of the Ministry of Health**

Provided that there will be in a room maximum of 15 people and there will be maintained 1.5m separation between them, the

students, applicants, academics, and the members of the committees of the state and admission exams need not wear face mask since 12 May 2020.

### **Information on the remote State Final Examinations**

Following the methodology of Charles University, the Basic methodology for taking the state final examination remotely (distance form was created. We would like to remind you that according to the Provision of the Dean No. 5/2020, the State Doctoral Examination and the dissertation defences may be held remotely during the period when the personal presence of the students and educators is restricted at the university. The list of the PhD studies and programmes that allow the holding of remote State Examinations is available here. The BA and MA State Examinations may be held remotely only under the exception approved by the Dean.

### **7 May 2020**

#### **Options of in-class examinations after 11 May 2020**

The current extent of the Provision determined by the Government allows in-class examinations to be held from 11 May 2020. The remote examination continues to be possible in this semester. We remind you that the specific form of attestation must be determined until 10 May 2020 and students must be subsequently informed about it at the latest on 15 May 2020.

To all in-class attestations, the Provision of the Ministry of Health of the Czech Republic still applies. It permits the attendance at an oral examination under the following conditions:

Health condition:

- without acute health problems corresponding with the viral infection (i.e. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
- upon entrance to the classroom, everyone is obliged to

disinfect their hands – the disinfectant will be distributed to all directors of the departments and institutions. Individual instructors may borrow for their examination dates. It is the responsibility of each instructor to oversee the disinfection of hands upon entrance to the classroom,

- protection of the upper respiratory tract is obligatory for both parties (students and academics),
- the people must not be subject to quarantine
- students will sign the statutory declaration upon entrance to the building.

## **4 May 2020**

### **The option of in-class teaching until the end of the semester**

The Provision of the Dean No. 5/2020 determines that teaching will be held remotely until the end of the semester. The Dean may allow exceptions based on a request if it complies with the Resolution of the Government of the Czech Republic No. 491 on the adoption of emergency measures and other regulations.

The instructors of courses, which will restore in-class teaching based on a request, will inform students about it.

Concerning the extraordinary circumstances, the attendance at the classes, carried out based on the request, cannot be required as obligatory and define it as a condition for granting an attestation.

The following conditions have to be abided to carry out the in-class teaching:

The health of students and instructors:

- without acute health problems corresponding with the viral infection (i.e. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
- upon entrance to the classroom, everyone is obliged to disinfect their hands,

- protection of the upper respiratory tract is obligatory for both parties (students and academics),
- the people must not be subject to quarantine which they will confirm with a statutory declaration signed upon entrance to the building.

Organizational measures:

- students will arrive on the stipulated time to minimize the risk of the spread of potential infection, students will be present in groups of max. 15 people,
- the classroom will be prepared so that there is a sufficient spatial distance both between students and academics (at least 2 meters), the distance must be upheld even in common areas.

### **30 April 2020**

The newest provision of the Dean specifies the realization of the study in the academic year 2019/2020.

Please, carefully read the following most important changes:

- The courses at the Faculty of Arts, Charles University, continues to be conducted distantly until the end of the semester.
- The forms of examinations (attestations) may be changed under certain conditions. The difficulty cannot be changed!
- the Final State Examination of BA and MA programmes cannot be held, with exceptions, remotely.
- When defending a thesis, the student does not turn in any printed copy.
- The State Doctoral Examination and the dissertation defences may be held remotely.

In the days to follow, the organizational and other information on the decisions contained in the provision of the Dean will be continuously posted on the website.

## 27 April 2020

The most important information on the amendments of laws issued by the Government of the Czech Republic, and regulations issued by Charles University and the Faculty of Arts, Charles University, has been summarized in an overview which may be downloaded here: [An Overview of Current Regulations Regarding Studying at Universities](#). Please, pay attention to it.

In the following days, the Dean will decide upon the intention of the summarized regulations and on the realization of some of the measures and will specify the conditions of their realization at the Faculty of Arts, Charles University.

## 24 April 2020

On account of the yesterday's session of the Government and the passing of a newly drawn resolution of the Government of the Czech Republic on the adoption of emergency measures in education, we specify that the personal presence of students at consultations and examinations is permitted up to the maximum number of 5 people with effect from 27 April 2020, **newly without the restriction that it is permitted only to the students of the last years**. Apart from consultations and examinations, it is also possible to hold practical trainings.

Following the methodological instruction of the Rectorate of Charles University, further information on the organization of study courses until the end of the semester will be specified next week.

## 22 April 2020

Examination of final year students

According to the updated academic calendar (released yesterday), the exam period begins on 25 May 2020. The last date of the check before the Final State Examination for students that wish to hold their final exams in June terms (8



June – 19 June 2020) is set on 27 May 2020. Therefore, these students have only a little time to complete their study requirements in the given exam period. The situation resulted from a confluence of the change of the academic calendar, which postponed the beginning of the exam period by a week, and our endeavour to preserve June's terms with all subsequent requisites as they were planned for a long time. For these reasons, the Management of the Faculty asks heads of the departments and institutions to comply with the final-year students to the greatest possible extent and to allow them holding of attestations in earlier terms, e.g. during the initially planned week of the exam period from 18 May 2020 or at the discretion of lecturers. This step aims to allow the last-year students the proper graduation even in this complicated situation.

For the sake of completeness, we remind that it is possible to examine the last-year students in-person in groups of max. 5 people. For further information, see an update from 16 April 2020. All distance forms may be, of course, possible too.

## **21 April 2020**

You may find the updated calendar of this academic year here.

The main modifications to the former calendar are these:

- Lectures in the summer semester is extended by a week until 22 May 2020.
- To hold the Final State Examination, a term 29 June – 10 July 2020 was added.
- The exam period is postponed and extended, 25 May – 31 July 2020.
- The exam period in September is extended until 18 September 2020.

## **17 April 2020**

The adjusted academic calendar is prepared to be issued and we only wait for the Rector's approval who will decide at the

earliest convenience. In compliance with Article 3, par. 3, of the Code of Study and Examination, the Rector's approval is necessary.

## **16 April 2020**

Following the government decision on the gradual loosening of the emergency measures, we specify the conditions of their realization at the Faculty of Arts, Charles University. From 20 April 2020, it is possible to implement direct contact with students in groups of max. 5 people. ***This possibility concerns the students of the final years and does not mean a restoration of regular classroom-based courses!*** We recommend using it for personal consultations of the students' theses, alternatively other consultations leading to a successful finish of one's studies.

The current entry restrictions to buildings of CUFA remain active. We ask the lecturers to plan a meeting with students to inform the building service by email (addresses: [marketa.domanjova@ff.cuni.cz](mailto:marketa.domanjova@ff.cuni.cz); [jakub.rakosnik@ff.cuni.cz](mailto:jakub.rakosnik@ff.cuni.cz)) that will pass on the information to the gatekeeper. The lecturers will then pick up the students at the reception on an appointed time and will lead them to the given room.

The government decision further allows us, under certain organizational and hygienic measures, to hold final exams in the customary attendance form, which we greatly welcome.

## **15 April 2020**

Information on the changes of attestations for this semester

In relation to the current situation, the draft law that is to be discussed by the Senate of the Parliament of the Czech Republic and the consecutive Special Rules of Study at Charles University anticipate a possibility of adjustments and changes in attestations of individual courses this semester. As the law has not yet come into force, the draft cannot be regarded as the final one, therefore, nor even the Faculty cannot issue

firm information on the holding of attestations.

Nonetheless, if there are no radical changes in the matter, we recommend lecturers and students to prepare for the following adjustments:

- The Dean decides on the possibility to hold a distance-form attestation of the individual courses this semester
- The course's guarantor may decide on a change of attestation, for example, the oral exam changed to an essay. Students shall be informed on such a change as soon as the regulation is passed. The attestation's difficulty shall remain the same and corresponds to the number of obtained credits.
- Distance and on-site terms shall be announced according to the current rules, i.e. at least three terms during the exam period. At least one shall be in the September part of the exam period.
- It is possible to combine distance and on-site forms for different terms (e.g. two distant terms in June and July + one in September).
- Unsuccessful attempts in both forms do count and are valid for on-site and distance forms together.

*The Management of the Faculty does not consider holding of BA and the Final State Examinations remotely for the time being unless the state of emergency is radically extended along with related restrictions.*

The information above may be adjusted based on the passing of the higher regulations.

Binding rules are to be released as soon as they are passed.

## **7 April 2020**

What are the ways to submit an appeal against the students' rights and obligations according to § 68 para. 1 of The Higher Education Act (e.g. against the tuition assessment decision,

the decision on the termination of studies)?

- Not even in this emergency is it possible to submit an appeal simply by e-mail.
- The following options for submitting an appeal are possible:
  - at the Filing Office of the Faculty (office hours are [HERE](#))
  - at the Filing Office of the Rectorate (only appeals against the tuition assessment decision)
  - by e-mail with an electronic signature
  - by data box
  - by post
- If the cannot submit the appeal by any of the listed means above due to the emergency measures restricting the freedom of movement and being in public, you may submit the appeal within 15 days after the restriction of freedom of movement is lifted. Should your deadline for the submission of the appeal expire by that time (you may find the period allowed for appeal in the decision's information that has been issued to you), join your appeal with an application for remission of the omitted act in accordance with § 41 of Act No. 500/2004 Coll., Administrative Procedure Code.
- Likewise, the omitted time-limit shall be used in the appeal against the students' rights and obligations according to § 68 para. 1 of The Higher Education Act. It does not apply to the following appeals that may be submitted electronically: application for the accommodation scholarship, application for the social scholarship, an application for registration of recognized parenting time, application for change of title of the thesis, and others according to Article 17 of Code of Study and Examination of Charles University.

**2 April 2020**

The possibility to enrol in elective and compulsory-elective

courses until 15 April 2020:

- Exceptionally, it will be **possible to additionally enrol in courses until 15 April 2020**. This possibility applies only to students that meet the following conditions:
  - The student wants to finish their studies in June or September term of final exams.
  - An elective or compulsory-elective course has been cancelled due to the emergency state.
  - When the student does not reach the minimum amount of credits without the cancelled course to finish their studies.
- The procedure of the additional enrolment is as follows:
  - The student, who meets the requirements above, chooses another course.
  - Asks the lecturer by e-mail for permission. The exceptional enrolment is possible only with the permission of the lecturer who assesses whether the student is capable to finish all of the course's requirements in the shortened time or if there are no other obstructions.
  - When the lecturer permits it by e-mail, the student sends a request for enrolment in the course along with the approving e-mail of the lecturer to their registrar officer who ensures the enrolment. Submission of a written request is not required, same as in the standard situation.
- This measure should allow students shortly before the end of their studies to finish them even during the emergency circumstance. Other students will have the opportunity to enrol in courses again in the next semester.

## 27 March 2020

- The Information for Prospective Students of the Faculty of Arts, Charles University, was released. In compliance with the instruction of the Management of Charles

University, the deadlines for submitting applications for programmes and studies, initially set on 31 March 2020, are extended until 15 April 2020. At the moment, everything else remains the same.

- Yesterday, the Rector's Directive No. 11/2020 was issued adjusting the schedule of this academic year related to the current emergency. As a follow-up to that, we prepare the adjustment of the academic calendar of the Faculty of Arts, Charles University. The Rector's directive regarding the academic calendar will be issued, according to the further development of the situation, after Easter at the latest.

## **25 March 2020**

Following the measures taken by Rector's Advisory Board of Charles University (<https://cuni.cz/UKEN-379.html?news=9845&locale=en>), the Management of Faculty of Arts, Charles University, imparts:

- We welcome the coordination of procedures on the level of Charles University, we agree with the measures supporting the realization of the educational activities even at the time of this emergency and with the effort to minimize the negative impacts on the students.
- Considering the character of teaching at CUFA, we aim to a minimal or no extension of the teaching period in this semester. This approach is supported by the brilliant attitude of the vast majority of lecturers that are finding alternative forms of education. For that, we thank you very much! The decision of the Faculty's management on the length of the semester will be issued as a follow-up to the next government's decision on the duration of the special measures after 1 April 2020.
- All other accepted measures will be immediately realized on the Faculty's level.

Information on Student Research Grants (SRG) and some other

grants that are being paid or already paid:

- We are aware that the current situation prevents the fulfilment of some of the already supported activities paid from the scholarship fund of CUFA. Attempting to allow the students to complete their projects, we are prepared to be flexible.
- The realization of all projects/activities supported by the SRG and other grants is automatically extended at least to 31 December 2020. Further extension is possible according to the development and length of the emergency measures.
- The situation of students, where the extension is not possible due to graduation in 2020, will be addressed individually in the form of a replacement, for example, organization or other aid for the faculty, departments or institutions when the emergency measures are over.
- Unless the directors of the departments and institutions specify otherwise, the payment of “junior scientists” shall continue. The assigning of instructions during the emergency measures lies within the authority of the directors of departments and institutions.

## **12 March 2020**

- Considering the uncertain length of the emergency measures, we will discuss the matter of the minimum number of credits to pass to the next year according to the development of the situation. Currently, the limit stated in Rules of Study at CUFA. Nevertheless, we are aware of the gravity of the situation for many students and are preparing various solutions that would be necessary to coordinate with the whole university
- By 23 March 2020, we will have known the number of elective courses that will be cancelled for this semester, we will get an overview of the number of affected students and will proceed accordingly.

## **11 March 2020**

- From 11 March 2020, all classes are cancelled and the personal presence of students and attendees at lectures and courses of all kinds.
- The measures apply also to the realization of practices and excursions.
- At the moment, the measures do not influence the obligation to acquire the minimum number of credits to pass to the next year
- Office hours of the Registrar's Office and Research Office will be the same as are regular for the summer operation, so on Tuesday from 9 am to 12 am and on Thursday from 2 pm to 4 pm. Consider carefully whether your visit at the Registrar's Office or Research Office is necessary.
- If possible, please, contact the staff of the Registrar's Office and Research Office via telephone or e-mail. Requests and applications should be sent via post, alternatively use the electronic application if they are accessible through it.
- In case you need a Confirmation of Study, please, generate it by yourselves in SIS HERE. We remind you that the electronic version must be validated at Czech Point.
- We ask all students of the Faculty to follow the current information and daily check their e-mail addresses.
- Follow and abide the instructions of the staff of the individual courses who will tell you information related to the fulfilment of a particular course during the emergency measures.
- All measures are valid until further notice.

## **Information for International Exchange Students**



**25 March 2020**

Following the measures taken by Rector's Advisory Board of Charles University (<https://cuni.cz/UKEN-379.html?news=9845&locale=en>), the Management of Faculty of Arts, Charles University, imparts:

- We welcome the coordination of procedures on the level of Charles University, we agree with the measures supporting the realization of the educational activities even at the time of this emergency and with the effort to minimize the negative impacts on the students.
- Considering the character of teaching at CUFA, we aim to a minimal or no extension of the teaching period in this semester. This approach is supported by the brilliant attitude of the vast majority of lecturers that are finding alternative forms of education. For that, we thank you very much! The decision of the Faculty's management on the length of the semester will be issued as a follow-up to the next government's decision on the duration of the special measures after 1 April 2020.
- All other accepted measures will be immediately realized on the Faculty's level.

Information on Student Research Grants (SRG) and some other grants that are being paid or already paid:

- We are aware that the current situation prevents the fulfilment of some of the already supported activities paid from the scholarship fund of CUFA. Attempting to allow the students to complete their projects, we are prepared to be flexible.
- The realization of all projects/activities supported by the SRG and other grants is automatically extended at least to 31 December 2020. Further extension is possible according to the development and length of the emergency measures.
- The situation of students, where the extension is not

possible due to graduation in 2020, will be addressed individually in the form of a replacement, for example, organization or other aid for the faculty, departments or institutions when the emergency measures are over.

- Unless the directors of the departments and institutions specify otherwise, the payment of “junior scientists” shall continue. The assigning of instructions during the emergency measures lies within the authority of the directors of departments and institutions.

## **18 March 2020**

**Access to Faculty of Arts facilities is currently prohibited to all students.**

### **How to reach International Relations Office (IRO)**

- All of your requests should be sent to your Faculty coordinators.
- IRO will be answering emails daily (Mo–Fri) between 9 AM and 4.30 PM.
- In urgent cases, send your e-mail to [international@ff.cuni.cz](mailto:international@ff.cuni.cz) or you can call +420 601 380 712.

### **Students who wish to stay in Prague**

- Please contact your home university to inform them and follow up on any information provided by your embassy in Prague.
- You will be allowed to continue living at the Charles University dorm.
- Please note, that if you were planning on returning home temporarily, it may be difficult to return to Prague because of increased travel restrictions of the Czech Republic (especially if your home country is currently heavily affected).

### **Distance learning**

Currently, all academic departments are working on shifting their courses to distance learning. You should be contacted by your professors; if not, contact them yourself.

### **If you decide to terminate your study stay immediately**

Please first contact your sending coordinators, to check what returning would mean from a financial and academic perspective.

After having made your decision, send an email to your Faculty coordinator at Charles University with the following information:

- what date you are terminating your study
- what date are you moving out of the Charles University dorm
- what paperwork will your home coordinators require for you to terminate your stay
- if you would like to follow your Charles University courses after your return

## **Information for the directors of departments and institutes**

**29 June 2020**

In relation to the current interpretation of the emergency measures by the Ministry of Health, we inform that the restrictions of the personal presence of students while studying and the number of students in a group are lifted. The cancellation of the restriction of the personal presence of students while studying means that the examinations of courses and the Final State Examinations cannot be further held remotely. The only exception is when the person is restricted by other measures related to the coronavirus epidemic, i. e. is in an individual or collective quarantine, or when they cannot travel to the Czech Republic due to a blockage of borders.

## **18 June 2020**

Due to multiplying inquiries, please note that the restrictions, which follows the emergency measures of the Ministry of Health, are still valid. In compliance with it, there can be a maximum of 15 students in a group and it is still necessary to sign a solemn declaration (a clean bill of health). Please, also note that the wearing of masks inside of the buildings remains obligatory.

## **22 May 2020**

### **Information on the organization during the exam period from 25 May 2020**

- From Monday 25 May, the entrances to the buildings of CUFA will no longer be locked. The obligation prescribed by the Government, students moving within the university's premises must sign a statutory declaration, still remains valid. The students fill the statutory declaration with their instructor before the lecture, examination, or consultation. Concerning GDPR, the documents will be safely stored in a designated workplace and then handed over to the Filing Office of CUFA for archiving.
- The declaration may be downloaded in English ([HERE](#)) and Czech ([HERE](#)). When meeting with students, please, fill this document before the beginning of the lecture, examination, or consultation. For reasons of personal data protection, store them safely at your workplace. Then, an authorized worker of your department or institution brings the collected documents to the Filing Office of CUFA at least once a week where they will be archived by Barbora Kosíková. We apologise for a certain extent of bureaucratic obstructions, however, the measures on the protection of public health give us no other choice.
- In the context of the current situation, the Management of the Faculty prefers the employment of attestations in

distance forms. Nevertheless, the holding of an in-class attestation is possible only under the generally applied hygiene conditions (distancing, etc.).

- Attestations will be held in the form determined by the course's instructor who had informed their students by 15 May (see the Provision of the Dean No 5/2020 below).
- Regarding the development of the epidemiological situation and in accordance with the applicable rules, different forms of attestation may be determined for each examination date. For example, June dates may be held remotely and September ones in class. The number and capacity of the announced dates remain the same as usual (see Rules of Study at CUFA). When combining different forms, the attestations' difficulty must remain the same. All forms of attestations count in the total number of examination dates.

### **Cancelled courses**

Even though the continuity of most of the courses offered in the summer semester was maintained remotely, a small portion had to be cancelled on objective grounds (e.g. excursions, etc.). Exceptionally, due to the emergency situation, the enrolment to these courses will be collectively cancelled. In SIS, these courses will not show as failed and, if the interest to pass them remains, the students will not have to submit a re-enrolment request.

The collective cancellation of the enrolments to courses will be performed on those that the departments and institutions marked as cancelled as part of the data collection on the remote teaching. Although it should not theoretically happen after the closure of data collection, if another course was cancelled in the meantime, immediately inform Vice-Dean H. Pazlarová (hana.pazlarova@ff.cuni.cz), no later than by **29 May 2020**. We will resolve the situation individually with the director of the particular department or institution.

## **21 May 2020**

**The document Basic methodology for taking the state final examination remotely (distance form) is now available in English [HERE](#).**

## **14 May 2020**

Related to the updated from 12 May, we provide the following summary of the current provision of the Ministry of Health of the Czech Republic that affects the operation of the Faculty base on the Government Resolution No. 537 passed on 11 May 2020:

- from 12 May 2020, the following are exempt from the obligation of covering their mouths and noses: students, participants in the admission procedure, academics, members of the State Examination and admission committees provided the distance between them is at least 1.5 m and in the room is maximum of 15 people; this exception may be applied also to other attestations,
- until 25 May 2020 is still valid that the personal presence of students at university is allowed only when the requirement of max. 15 people present in a group is met; this restriction does not involve clinical and practical education and training,
- from 18 May to 25 May 2020, the participants in the admission procedure are also obliged to sign a statutory declaration,
- from 18 May to 25 May 2020, the restrictions of all indoor and outdoor mass events with the maximum 100 attendees at the same time with at least 2 m distance between them (except for household members) applies to the admission exams, there has to be a container with hand-sanitizer at disposal on the site; similarly, this regulation may also be applied on the realization of life-long education courses at universities.

**Despite the exceptions, The Management of the Faculty recommends keeping your mouths and noses covered.**

The statutory declaration will be for the time being required by all persons entering the building that do not work there or do not execute work for a third party.

Dispensers with disinfectants will be placed by the entrances to the buildings and rooms where the state and admission examinations are to be held.

**12 May 2020**

**The rules of wearing face masks at universities from 12 May until 25 May 2020 according to the emergency measures of the Ministry of Health**

Provided that there will be in a room maximum of 15 people and there will be maintained 1.5m separation between them, the students, applicants, academics, and the members of the committees of the state and admission exams need not wear face mask since 12 May 2020.

**Information on the remote State Final Examinations**

Following the methodology of Charles University, the Basic methodology for taking the state final examination remotely (distance form was created. We would like to remind you that according to the Provision of the Dean No. 5/2020, the State Doctoral Examination and the dissertation defences may be held remotely during the period when the personal presence of the students and educators is restricted at the university. The list of the PhD studies and programmes that allow the holding of remote State Examinations is available here. The BA and MA State Examinations may be held remotely only under the exception approved by the Dean.

**7 May 2020**

**Options of in-class examinations after 11 May 2020**

The current extent of the Provision determined by the Government allows in-class examinations to be held from 11 May 2020. The remote examination continues to be possible in this semester. We remind you that the specific form of attestation must be determined until 10 May 2020 and students must be subsequently informed about it at the latest on 15 May 2020.

**On the holding of attestations from 11 to 22 May 2020**, the following provision applies:

- At least two days beforehand, it is necessary to notify doc. Jakub Rákosník, the Vice-Dean for Infrastructure Development, (rakosnik@ff.cuni.cz) and in a copy to M. Domanjová, the Head of the Facilities Management, (marketa.domanjova@ff.cuni.cz) on the dates and hours of the holding of attestations and the number of students.
- Based on the given information, the Facilities Management with the security guards will then ensure access for students to the building.
- Regarding the group attestations, we recommend the instructor to pick the whole group by the entrance to the building and then lead them to the prepared room.
- Regarding the individual attestations, we recommend creating a timetable of examination to prevent, if possible, a formation of groups of students in the halls.

**On the holding of attestations from 25 May 2020**, the following applies:

- It will be no longer necessary to notify the Vice-Dean for Infrastructure Development and the Head of the Facilities Management on planned meetings with students inside the buildings of the Faculty of Arts, Charles University.
- Instructors must comply with the restricted number of attendees that will be valid at the time. At the moment of the publication of these rules, it is max. 15



students.

- We advise instructors to continue with creating exam timetables for individual attestations.

In regards to the requisite distance between attendees, if the attestation is necessary to be held in a larger room than in which it is usually held, the instructor shall contact Pavlína Hotová (pavlina.hotova@ff.cuni.cz) who will provide a room according to the available options. Please do not hesitate with the reservation of larger rooms. The requests will be dealt with in the order they were submitted.

To all in-class attestations, the Provision of the Ministry of Health of the Czech Republic still applies. It permits the attendance at an oral examination under the following conditions:

Health condition:

- without acute health problems corresponding with the viral infection (i.e. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
- upon entrance to the classroom, everyone is obliged to disinfect their hands – the disinfectant will be distributed to all directors of the departments and institutions. Individual instructors may borrow for their examination dates. It is the responsibility of each instructor to oversee the disinfection of hands upon entrance to the classroom,
- protection of the upper respiratory tract is obligatory for both parties (students and academics),
- the people must not be subjects to a quarantine
- students will sign the statutory declaration upon entrance to the building.

Organizational measures:

- students will arrive on the stipulated time to minimize the risk of the spread of potential infection, students

- will be present in groups of max. 15 people,
- the evaluation and announcement of the examination's results will take place always after the examination of one student at the given time.
  - after the announcement of the results, the student must immediately leave the building,
  - the classroom will be prepared so that there is a sufficient spatial distance both between students and academics (at least 2 meters), the distance must be upheld even in common areas.

## 4 May 2020

### **The option of in-class teaching until the end of the semester**

The Provision of the Dean No. 5/2020 determines that teaching will be held remotely until the end of the semester. The Dean may allow exceptions based on a request if it complies with the Resolution of the Government of the Czech Republic No. 491 on the adoption of emergency measures and other regulations.

We ask instructors to thoroughly reconsider potential requests for exceptions and, if the circumstances reasonably allow it, to finish the semester in a remote mode. The stance of the Management of the Faculty is driven by the effort to minimize the presence of people in the areas of the Faculty until the end of the semester and, thus, to reduce the risk of the spread of the disease that could subsequently threaten the in-person holding of the final and admission exams.

The following criteria will be taken into consideration:

- *The number of enrolled students* – we do not recommend submitting requests for a course where are enrolled more than 15 students, which is the current maximum number of students present at the course.
- *Organization of courses until the end of the semester* – based on hygienic and organizational reasons, it is preferable to carry out the courses in blocks (i.e. one

block seminar instead of shorter ones). We remind you that all courses have to take place until the end of the semester on 22 May 2020 for the above-mentioned reasons.

- *Classrooms* – concerning the prescribed two-meter distance between students, the size of the classroom, where it shall take place, has to be taken into consideration.

In case of a well-founded reason, the Faculty is prepared to provide a larger room for the course.

**The requests for an exception may be submitted by the instructors via Vice-Dean for Study Affairs Hana Pazlarová (hana.pazlarova@ff.cuni.cz) until 7 May 2020.** Send the request attached to the email and for easier processing, please, quote in the subject “žádost o prezenční výuku” (the request for in-class teaching). The request must include the following information:

- the code and name of the course,
- the name of the instructor,
- the director of the department or institution,
- the number of enrolled students,
- the proposal of the organization of courses until the end of the semester – scheduled date and hour of the course.

We remind you again that the semester ends on **22 May 2020**.

- the spatial layout of the class – information whether the scheduled room is sufficient for the hygiene reasons or whether a larger room is required,
- a brief explanation of the request for in-class teaching

**The applicants will be informed about the decision on Monday 12 May 2020 at the latest.** Do not, therefore, plan any in-class teaching from 11 to 12 May 2020, especially when you apply for a larger room. These two days will take place potential changes in the schedule of rooms.

*Concerning the extraordinary circumstances, the attendance at the classes, carried out based on the request, cannot be required as obligatory and define it as a condition for granting an attestation.*

The following conditions have to be abided to carry out the in-class teaching:

The health of students and instructors:

- without acute health problems corresponding with the viral infection (i.e. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
- upon entrance to the classroom, everyone is obliged to disinfect their hands. The disinfectant will be distributed to the directors of the departments and institutions, it is the responsibility of each instructor to oversee the disinfection of hands upon entrance to the classroom,
- protection of the upper respiratory tract is obligatory for both parties (students and academics),
- the people must not be subject to quarantine which they will confirm with a statutory declaration signed upon entrance to the building.

Organizational measures:

- students will arrive on the stipulated time to minimize the risk of the spread of potential infection, students will be present in groups of max. 15 people,
- the classroom will be prepared so that there is a sufficient spatial distance both between students and academics (at least 2 meters), the distance must be upheld even in common areas.

**30 April 2020**

The newest provision of the Dean specifies the realization of the study in the academic year 2019/2020.

Please, carefully read the following most important changes:

- The courses at the Faculty of Arts, Charles University, continues to be conducted distantly until the end of the semester.
- The forms of examinations (attestations) may be changed under certain conditions. The difficulty cannot be changed!
- Final State Examinations of BA and MA programmes cannot be held, with exceptions, remotely.
- When defending a thesis, the student does not turn in any printed copy.
- The State Doctoral Examination and the dissertation defences may be held remotely.

In the days to follow, the organizational and other information on the decisions contained in the provision of the Dean will be continuously posted on the website.

## **27 April 2020**

The most important information on the amendments of laws issued by the Government of the Czech Republic, and regulations issued by Charles University and the Faculty of Arts, Charles University, has been summarized in an overview which may be downloaded here: [An Overview of Current Regulations Regarding Studying at Universities](#). Please, pay attention to it.

In the following days, the Dean will decide upon the intention of the summarized regulations and on the realization of some of the measures and will specify the conditions of their realization at the Faculty of Arts, Charles University.

## **24 April 2020**

On account of the yesterday's session of the Government and the passing of a newly drawn resolution of the Government of the Czech Republic on the adoption of emergency measures in education, we specify that the personal presence of students

at consultations and examinations is permitted up to the maximum number of 5 people with effect from 27 April 2020, **newly without the restriction that it is permitted only to the students of the last years.** Apart from consultations and examinations, it is also possible to hold practical trainings.

Following the methodological instruction of the Rectorate of Charles University, further information on the organization of study courses until the end of the semester will be specified next week.

## **22 April 2020**

### Examination of final year students

According to the updated academic calendar (released yesterday), the exam period begins on 25 May 2020. The last date of the check before the Final State Examination for students that wish to hold their final exams in June terms (8 June – 19 June 2020) is set on 27 May 2020. Therefore, these students have only a little time to complete their study requirements in the given exam period. The situation resulted from a confluence of the change of the academic calendar, which postponed the beginning of the exam period by a week, and our endeavour to preserve June's terms with all subsequent requisites as they were planned for a long time. For these reasons, the Management of the Faculty asks heads of the departments and institutions to comply with the final-year students to the greatest possible extent and to allow them holding of attestations in earlier terms, e.g. during the initially planned week of the exam period from 18 May 2020 or at the discretion of lecturers. This step aims to allow the last-year students the proper graduation even in this complicated situation.

For the sake of completeness, we remind that it is possible to examine the last-year students in-person in groups of max. 5 people. For further information, see an update from 16 April 2020. All distance forms may be, of course, possible too.

## 21 April 2020

You may find the updated calendar of this academic year here.

The main modifications to the former calendar are these:

- Lectures in the summer semester is extended by a week until 22 May 2020.
- To hold the Final State Examination, a term 29 June – 10 July 2020 was added.
- The exam period is postponed and extended, 25 May – 31 July 2020.
- The exam period in September is extended until 18 September 2020.

## 17 April 2020

The adjusted academic calendar is prepared to be issued and we only wait for the Rector's approval who will decide at the earliest convenience. In compliance with Article 3, par. 3, of the Code of Study and Examination, the Rector's approval is necessary.

## 16 April 2020

Following the government decision on the gradual loosening of the emergency measures, we specify the conditions of their realization at the Faculty of Arts, Charles University. From 20 April 2020, it is possible to implement direct contact with students in groups of max. 5 people. ***This possibility concerns the students of the final years and does not mean a restoration of regular classroom-based courses!*** We recommend using it for personal consultations of the students' theses, alternatively other consultations leading to a successful finish of one's studies.

The current entry restrictions to buildings of CUFA remain active. We ask the lecturers to plan a meeting with students to inform the building service by email (addresses: [marketa.domanjova@ff.cuni.cz](mailto:marketa.domanjova@ff.cuni.cz); [jakub.rakosnik@ff.cuni.cz](mailto:jakub.rakosnik@ff.cuni.cz)) that

will pass on the information to the gatekeeper. The lecturers will then pick up the students at the reception on an appointed time and will lead them to the given room.

The government decision further allows us, under certain organizational and hygienic measures, to hold final exams in the customary attendance form, which we greatly welcome.

## **15 April 2020**

Information on the changes of attestations for this semester

In relation to the current situation, the draft law that is to be discussed by the Senate of the Parliament of the Czech Republic and the consecutive Special Rules of Study at Charles University anticipate a possibility of adjustments and changes in attestations of individual courses this semester. As the law has not yet come into force, the draft cannot be regarded as the final one, therefore, nor even the Faculty cannot issue firm information on the holding of attestations.

Nonetheless, if there are no radical changes in the matter, we recommend lecturers and students to prepare for the following adjustments:

- The Dean decides on the possibility to hold a distance-form attestation of the individual courses this semester
- The course's guarantor may decide on a change of attestation, for example, the oral exam changed to an essay. Students shall be informed on such a change as soon as the regulation is passed. The attestation's difficulty shall remain the same and corresponds to the number of obtained credits.
- Distance and on-site terms shall be announced according to the current rules, i.e. at least three terms during the exam period. At least one shall be in the September part of the exam period.
- It is possible to combine distance and on-site forms for different terms (e.g. two distance terms in June and



July + one in September).

- Unsuccessful attempts in both forms do count and are valid for on-site and also distance forms together.

*The Management of the Faculty does not consider holding of BA and the Final State Examination remotely for the time being unless the state of emergency is radically extended along with related restrictions.*

The information above may be adjusted based on the passing of the higher regulations.

Binding rules are to be released as soon as they are passed.

## **2 April 2020**

The possibility to enrol in elective and compulsory-elective courses until 15 April 2020:

- Exceptionally, it will be **possible to additionally enrol in courses until 15 April 2020**. This possibility applies only to students that meet the following conditions:
  - The student wants to finish their studies in June or September term of final exams.
  - An elective or compulsory-elective course has been cancelled due to the emergency state.
  - When the student does not reach the minimum amount of credits without the cancelled course to finish their studies.
- The procedure of the additional enrolment is as follows:
  - The student, who meets the requirements above, chooses another course.
  - Asks the lecturer by e-mail for permission. The exceptional enrolment is possible only with the permission of the lecturer who assesses whether the student is capable to finish all of the course's requirements in the shortened time or if there are no other obstructions.
  - When the lecturer permits it by e-mail, the

student sends a request for enrolment in the course along with the approving e-mail of the lecturer to their registrar officer who ensures the enrolment. Submission of a written request is not required, same as in the standard situation.

- This measure should allow students shortly before the end of their studies to finish them even during the emergency circumstance. Other students will have the opportunity to enrol in courses again in the next semester.

## **27 March 2020**

- Yesterday, the Rector's Directive No. 11/2020 was issued adjusting the schedule of this academic year related to the current emergency. As a follow-up to that, we prepare the adjustment of the academic calendar of the Faculty of Arts, Charles University. The Rector's directive regarding the academic calendar will be issued, according to the further development of the situation, after Easter at the latest.

## **25 March 2020**

Following the measures taken by Rector's Advisory Board of Charles University (<https://cuni.cz/UKEN-379.html?news=9845&locale=en>), the Management of Faculty of Arts, Charles University, imparts:

- We welcome the coordination of procedures on the level of Charles University, we agree with the measures supporting the realization of the educational activities even at the time of this emergency and with the effort to minimize the negative impacts on the students.
- Considering the character of teaching at CUFA, we aim to a minimal or no extension of the teaching period in this semester. This approach is supported by the brilliant attitude of the vast majority of lecturers that are finding alternative forms of education. For that, we

thank you very much! The decision of the Faculty's management on the length of the semester will be issued as a follow-up to the next government's decision on the duration of the special measures after 1 April 2020.

- All other accepted measures will be immediately realized on the Faculty's level.

## 17 March 2020

- Please, start to devise **alternative forms of attestations** as a closing part of the courses taught this semester. If the conventional forms of attestations still will not be possible, we have to be prepared to carry out attestations using different methods allowing the students to finish their enrolled courses, acquire required credits and pass to the next year.
- **The courses of the BA's third year and follow-up MA's second year take priority over others** allowing the students to complete their studies and pass the final exams in the earliest possible term. Slowing down the advancement of a higher number of students may cause several personal problems (e.g. tuition obligation, to thwart their start of a follow-up MA programme after being accepted, etc.) and organizational complications for the faculty (e.g. organization of the following dates of final exams, organization of entrance examinations, etc.).

## 12 March 2020

- The realization or cancellation of elective courses for the summer semester of 2019/2020 remains fully on the consideration of directors of departments and institutes. The Faculty does not appeal on their cancellation, but to consider staff capacity of the individual departments and institutes, and the capacity of alternative possibilities of teaching. We are ready to solve the potential problems of individual students

regarding the minimum number of credits to pass to the next year because of the cancelled courses. We are examining several possible solutions.

## **11 March 2020**

- Regarding the uncertain length of the extraordinary measures, it is necessary to prepare for the realization of classes via an alternative form in case of a longer duration.
- The required and elective courses' have priority in their arranging. Reconsider the cancellation of elective courses for this semester.
- Discuss the possible realization of alternative teaching with individual lecturers or the courses' cancellation, and until **23 March 2020** fill for your department into the shared spreadsheet information on all the courses offered this semester. The link to the spreadsheet will be delivered to all directors of departments on **Monday 16 March 2020** at the latest via mail.

## **Information for lecturers**

### **29 June 2020**

In relation to the current interpretation of the emergency measures by the Ministry of Health, we inform that the restrictions of the personal presence of students while studying and the number of students in a group are lifted. The cancellation of the restriction of the personal presence of students while studying means that the examinations of courses and the Final State Examinations cannot be further held remotely. The only exception is when the person is restricted by other measures related to the coronavirus epidemy, i. e. is in an individual or collective quarantine, or when they cannot travel to the Czech Republic due to a blockage of borders.

## **18 June 2020**

Due to multiplying inquiries, please note that the restrictions, which follows the emergency measures of the Ministry of Health, are still valid. In compliance with it, there can be a maximum of 15 students in a group and it is still necessary to sign a solemn declaration (a clean bill of health). Please, also note that the wearing of masks inside of the buildings remains obligatory.

## **22 May 2020**

### **Information on the organization during the exam period from 25 May 2020**

- From Monday 25 May, the entrances to the buildings of CUFA will no longer be locked. The obligation prescribed by the Government, students moving within the university's premises must sign a statutory declaration, still remains valid. The students fill the statutory declaration with their instructor before the lecture, examination, or consultation. Concerning GDPR, the documents will be safely stored in a designated workplace and then handed over to the Filing Office of CUFA for archiving.
- The declaration may be downloaded in English ([HERE](#)) and Czech ([HERE](#)). When meeting with students, please, fill this document before the beginning of the lecture, examination, or consultation. For reasons of personal data protection, store them safely at your workplace. Then, an authorized worker of your department or institution brings the collected documents to the Filing Office of CUFA at least once a week where they will be archived by Barbora Kosíková. We apologise for a certain extent of bureaucratic obstructions, however, the measures on the protection of public health give us no other choice.
- In the context of the current situation, the Management of the Faculty prefers the employment of attestations in

distance forms. Nevertheless, the holding of an in-class attestation is possible only under the generally applied hygiene conditions (distancing, etc.).

- Attestations will be held in the form determined by the course's instructor who had informed their students by 15 May (see the Provision of the Dean No 5/2020 below).
- Regarding the development of the epidemiological situation and in accordance with the applicable rules, different forms of attestation may be determined for each examination date. For example, June dates may be held remotely and September ones in class. The number and capacity of the announced dates remain the same as usual (see Rules of Study at CUFA). When combining different forms, the attestations' difficulty must remain the same. All forms of attestations count in the total number of examination dates.

### **Cancelled courses**

Even though the continuity of most of the courses offered in the summer semester was maintained remotely, a small portion had to be cancelled on objective grounds (e.g. excursions, etc.). Exceptionally, due to the emergency situation, the enrolment to these courses will be collectively cancelled. In SIS, these courses will not show as failed and, if the interest to pass them remains, the students will not have to submit a re-enrolment request.

The collective cancellation of the enrolments to courses will be performed on those that the departments and institutions marked as cancelled as part of the data collection on the remote teaching. Although it should not theoretically happen after the closure of data collection, if another course was cancelled in the meantime, immediately inform Vice-Dean H. Pazlarová (hana.pazlarova@ff.cuni.cz), no later than by **29 May 2020**. We will resolve the situation individually with the director of the particular department or institution.

## **21 May 2020**

**The document Basic methodology for taking the state final examination remotely (distance form) is now available in English [HERE](#).**

## **14 May 2020**

Related to the updated from 12 May, we provide the following summary of the current provision of the Ministry of Health of the Czech Republic that affects the operation of the Faculty base on the Government Resolution No. 537 passed on 11 May 2020:

- from 12 May 2020, the following are exempt from the obligation of covering their mouths and noses: students, participants in the admission procedure, academics, members of the State Examination and admission committees provided the distance between them is at least 1.5 m and in the room is maximum of 15 people; this exception may be applied also to other attestations,
- until 25 May 2020 is still valid that the personal presence of students at university is allowed only when the requirement of max. 15 people present in a group is met; this restriction does not involve clinical and practical education and training,
- from 18 May to 25 May 2020, the participants in the admission procedure are also obliged to sign a statutory declaration,
- from 18 May to 25 May 2020, the restrictions of all indoor and outdoor mass events with the maximum 100 attendees at the same time with at least 2 m distance between them (except for household members) applies to the admission exams, there has to be a container with hand-sanitizer at disposal on the site; similarly, this regulation may also be applied on the realization of life-long education courses at universities.

**Despite the exceptions, The Management of the Faculty recommends keeping your mouths and noses covered.**

The statutory declaration will be for the time being required by all persons entering the building that do not work there or do not execute work for a third party.

Dispensers with disinfectants will be placed by the entrances to the buildings and rooms where the state and admission examinations are to be held.

**12 May 2020**

**The rules of wearing face masks at universities from 12 May until 25 May 2020 according to the emergency measures of the Ministry of Health**

Provided that there will be in a room maximum of 15 people and there will be maintained 1.5m separation between them, the students, applicants, academics, and the members of the committees of the state and admission exams need not wear face mask since 12 May 2020.

**Information on the remote State Final Examinations**

Following the methodology of Charles University, the Basic methodology for taking the state final examination remotely (distance form was created. We would like to remind you that according to the Provision of the Dean No. 5/2020, the State Doctoral Examination and the dissertation defences may be held remotely during the period when the personal presence of the students and educators is restricted at the university. The list of the PhD studies and programmes that allow the holding of remote State Examinations is available here. The BA and MA State Examinations may be held remotely only under the exception approved by the Dean.

**7 May 2020**

**Options of in-class examinations after 11 May 2020**



The current extent of the Provision determined by the Government allows in-class examinations to be held from 11 May 2020. The remote examination continues to be possible in this semester. We remind you that the specific form of attestation must be determined until 10 May 2020 and students must be subsequently informed about it at the latest on 15 May 2020.

**On the holding of attestations from 11 to 22 May 2020**, the following provision applies:

- At least two days beforehand, it is necessary to notify doc. Jakub Rákosník, the Vice-Dean for Infrastructure Development, (rakosnik@ff.cuni.cz) and in a copy to M. Domanjová, the Head of the Facilities Management, (marketa.domanjova@ff.cuni.cz) on the dates and hours of the holding of attestations and the number of students.
- Based on the given information, the Facilities Management with the security guards will then ensure access for students to the building.
- Regarding the group attestations, we recommend the instructor to pick the whole group by the entrance to the building and then lead them to the prepared room.
- Regarding the individual attestations, we recommend creating a timetable of examination to prevent, if possible, a formation of groups of students in the halls.

**On the holding of attestations from 25 May 2020**, the following applies:

- It will be no longer necessary to notify the Vice-Dean for Infrastructure Development and the Head of the Facilities Management on planned meetings with students inside the buildings of the Faculty of Arts, Charles University.
- Instructors must comply with the restricted number of attendees that will be valid at the time. At the moment of the publication of these rules, it is max. 15

students.

- We advise instructors to continue with creating exam timetables for individual attestations.

In regards to the requisite distance between attendees, if the attestation is necessary to be held in a larger room than in which it is usually held, the instructor shall contact Pavlína Hotová (pavlina.hotova@ff.cuni.cz) who will provide a room according to the available options. Please do not hesitate with the reservation of larger rooms. The requests will be dealt with in the order they were submitted.

To all in-class attestations, the Provision of the Ministry of Health of the Czech Republic still applies. It permits the attendance at an oral examination under the following conditions:

Health condition:

- without acute health problems corresponding with the viral infection (i.e. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
- upon entrance to the classroom, everyone is obliged to disinfect their hands – the disinfectant will be distributed to all directors of the departments and institutions. Individual instructors may borrow for their examination dates. It is the responsibility of each instructor to oversee the disinfection of hands upon entrance to the classroom,
- protection of the upper respiratory tract is obligatory for both parties (students and academics),
- the people must not be subjects to a quarantine
- students will sign the statutory declaration upon entrance to the building.

Organizational measures:

- students will arrive on the stipulated time to minimize the risk of the spread of potential infection, students

- will be present in groups of max. 15 people,
- the evaluation and announcement of the examination's results will take place always after the examination of one student at the given time.
  - after the announcement of the results, the student must immediately leave the building,
  - the classroom will be prepared so that there is a sufficient spatial distance both between students and academics (at least 2 meters), the distance must be upheld even in common areas.

## 4 May 2020

### **The option of in-class teaching until the end of the semester**

The Provision of the Dean No. 5/2020 determines that teaching will be held remotely until the end of the semester. The Dean may allow exceptions based on a request if it complies with the Resolution of the Government of the Czech Republic No. 491 on the adoption of emergency measures and other regulations.

We ask instructors to thoroughly reconsider potential requests for exceptions and, if the circumstances reasonably allow it, to finish the semester in a remote mode. The stance of the Management of the Faculty is driven by the effort to minimize the presence of people in the areas of the Faculty until the end of the semester and, thus, to reduce the risk of the spread of the disease that could subsequently threaten the in-person holding of the final and admission exams.

The following criteria will be taken into consideration:

- *The number of enrolled students* – we do not recommend submitting requests for a course where are enrolled more than 15 students, which is the current maximum number of students present at the course.
- *Organization of courses until the end of the semester* – based on hygienic and organizational reasons, it is preferable to carry out the courses in blocks (i.e. one

block seminar instead of shorter ones). We remind you that all courses have to take place until the end of the semester on 22 May 2020 for the above-mentioned reasons.

- *Classrooms* – concerning the prescribed two-meter distance between students, the size of the classroom, where it shall take place, has to be taken into consideration.

In case of a well-founded reason, the Faculty is prepared to provide a larger room for the course.

**The requests for an exception may be submitted by the instructors via Vice-Dean for Study Affairs Hana Pazlarová (hana.pazlarova@ff.cuni.cz) until 7 May 2020.** Send the request attached to the email and for easier processing, please, quote in the subject “žádost o prezenční výuku” (the request for in-class teaching). The request must include the following information:

- the code and name of the course,
- the name of the instructor,
- the director of the department or institution,
- the number of enrolled students,
- the proposal of the organization of courses until the end of the semester – scheduled date and hour of the course.

We remind you again that the semester ends on **22 May 2020**.

- the spatial layout of the class – information whether the scheduled room is sufficient for the hygiene reasons or whether a larger room is required,
- a brief explanation of the request for in-class teaching

**The applicants will be informed about the decision on Monday 12 May 2020 at the latest.** Do not, therefore, plan any in-class teaching from 11 to 12 May 2020, especially when you apply for a larger room. These two days will take place potential changes in the schedule of rooms.

*Concerning the extraordinary circumstances, the attendance at the classes, carried out based on the request, cannot be required as obligatory and define it as a condition for granting an attestation.*

The following conditions have to be abided to carry out the in-class teaching:

The health of students and instructors:

- without acute health problems corresponding with the viral infection (i.e. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
- upon entrance to the classroom, everyone is obliged to disinfect their hands. The disinfectant will be distributed to the directors of the departments and institutions, it is the responsibility of each instructor to oversee the disinfection of hands upon entrance to the classroom,
- protection of the upper respiratory tract is obligatory for both parties (students and academics),
- the people must not be subject to quarantine which they will confirm with a statutory declaration signed upon entrance to the building.

Organizational measures:

- students will arrive on the stipulated time to minimize the risk of the spread of potential infection, students will be present in groups of max. 15 people,
- the classroom will be prepared so that there is a sufficient spatial distance both between students and academics (at least 2 meters), the distance must be upheld even in common areas.

**30 April 2020**

The newest provision of the Dean specifies the realization of the study in the academic year 2019/2020.

Please, carefully read the following most important changes:

- The courses at the Faculty of Arts, Charles University, continues to be conducted distantly until the end of the semester.
- The forms of examinations (attestations) may be changed under certain conditions. The difficulty cannot be changed!
- the Final State Examinations of BA and MA programmes cannot be held, with exceptions, remotely.
- When defending a thesis, the student does not turn in any printed copy.
- The State Doctoral Examination and the dissertation defences may be held remotely.

In the days to follow, the organizational and other information on the decisions contained in the provision of the Dean will be continuously posted on the website.

## **27 April 2020**

The most important information on the amendments of laws issued by the Government of the Czech Republic, and regulations issued by Charles University and the Faculty of Arts, Charles University, has been summarized in an overview which may be downloaded here: [An Overview of Current Regulations Regarding Studying at Universities](#). Please, pay attention to it.

In the following days, the Dean will decide upon the intention of the summarized regulations and on the realization of some of the measures and will specify the conditions of their realization at the Faculty of Arts, Charles University.

## **24 April 2020**

On account of the yesterday's session of the Government and the passing of a newly drawn resolution of the Government of the Czech Republic on the adoption of emergency measures in education, we specify that the personal presence of students

at consultations and examinations is permitted up to the maximum number of 5 people with effect from 27 April 2020, **newly without the restriction that it is permitted only to the students of the last years.** Apart from consultations and examinations, it is also possible to hold practical trainings.

Following the methodological instruction of the Rectorate of Charles University, further information on the organization of study courses until the end of the semester will be specified next week.

## **22 April 2020**

### Examination of final year students

According to the updated academic calendar (released yesterday), the exam period begins on 25 May 2020. The last date of the check before the Final State Examination for students that wish to hold their final exams in June terms (8 June – 19 June 2020) is set on 27 May 2020. Therefore, these students have only a little time to complete their study requirements in the given exam period. The situation resulted from a confluence of the change of the academic calendar, which postponed the beginning of the exam period by a week, and our endeavour to preserve June's terms with all subsequent requisites as they were planned for a long time. For these reasons, the Management of the Faculty asks heads of the departments and institutions to comply with the final-year students to the greatest possible extent and to allow them holding of attestations in earlier terms, e.g. during the initially planned week of the exam period from 18 May 2020 or at the discretion of lecturers. This step aims to allow the last-year students the proper graduation even in this complicated situation.

For the sake of completeness, we remind that it is possible to examine the last-year students in-person in groups of max. 5 people. For further information, see an update from 16 April 2020. All distance forms may be, of course, possible too.

## 21 April 2020

You may find the updated calendar of this academic year here.

The main modifications to the former calendar are these:

- Lectures in the summer semester is extended by a week until 22 May 2020.
- To hold the Final State Examination, a term 29 June – 10 July 2020 was added.
- The exam period is postponed and extended, 25 May – 31 July 2020.
- The exam period in September is extended until 18 September 2020.

## 17 April 2020

The adjusted academic calendar is prepared to be issued and we only wait for the Rector's approval who will decide at the earliest convenience. In compliance with Article 3, par. 3, of the Code of Study and Examination, the Rector's approval is necessary.

## 16 April 2020

Following the government decision on the gradual loosening of the emergency measures, we specify the conditions of their realization at the Faculty of Arts, Charles University. From 20 April 2020, it is possible to implement direct contact with students in groups of max. 5 people. ***This possibility concerns the students of the final years and does not mean a restoration of regular classroom-based courses!*** We recommend using it for personal consultations of the students' theses, alternatively other consultations leading to a successful finish of one's studies.

The current entry restrictions to buildings of CUFA remain active. We ask the lecturers to plan a meeting with students to inform the building service by email (addresses: [marketa.domanjova@ff.cuni.cz](mailto:marketa.domanjova@ff.cuni.cz); [jakub.rakosnik@ff.cuni.cz](mailto:jakub.rakosnik@ff.cuni.cz)) that



will pass on the information to the gatekeeper. The lecturers will then pick up the students at the reception on an appointed time and will lead them to the given room.

The government decision further allows us, under certain organizational and hygienic measures, to hold final exams in the customary attendance form, which we greatly welcome.

## **15 April 2020**

Information on the changes of attestations for this semester

In relation to the current situation, the draft law that is to be discussed by the Senate of the Parliament of the Czech Republic and the consecutive Special Rules of Study at Charles University anticipate a possibility of adjustments and changes in attestations of individual courses this semester. As the law has not yet come into force, the draft cannot be regarded as the final one, therefore, nor even the Faculty cannot issue firm information on the holding of attestations.

Nonetheless, if there are no radical changes in the matter, we recommend lecturers and students to prepare for the following adjustments:

- The Dean decides on the possibility to hold a distance-form attestation of the individual courses this semester
- The course's guarantor may decide on a change of attestation, for example, the oral exam changed to an essay. Students shall be informed on such a change as soon as the regulation is passed. The attestation's difficulty shall remain the same and corresponds to the number of obtained credits.
- Distant and on-site terms shall be announced according to the current rules, i.e. at least three terms during the exam period. At least one shall be in the September part of the exam period.
- It is possible to combine distant and on-site forms for different terms (e.g. two distant terms in June and July

+ one in September).

- Unsuccessful attempts in both forms do count and are valid for on-site and distance forms together.

*The Management of the Faculty does not consider holding of BA and the Final State Examination remotely for the time being unless the state of emergency is radically extended along with related restrictions.*

The information above may be adjusted based on the passing of the higher regulations.

Binding rules are to be released as soon as they are passed.

## **2 April 2020**

The possibility to enrol in elective and compulsory-elective courses until 15 April 2020:

- Exceptionally, it will be **possible to additionally enrol in courses until 15 April 2020**. This possibility applies only to students that meet the following conditions:
  - The student wants to finish their studies in June or September term of final exams.
  - An elective or compulsory-elective course has been cancelled due to the emergency state.
  - When the student does not reach the minimum amount of credits without the cancelled course to finish their studies.
- The procedure of the additional enrolment is as follows:
  - The student, who meets the requirements above, chooses another course.
  - Asks the lecturer by e-mail for permission. The exceptional enrolment is possible only with the permission of the lecturer who assesses whether the student is capable to finish all of the course's requirements in the shortened time or if there are no other obstructions.
  - When the lecturer permits it by e-mail, the

student sends a request for enrolment in the course along with the approving e-mail of the lecturer to their registrar officer who ensures the enrolment. Submission of a written request is not required, same as in the standard situation.

- This measure should allow students shortly before the end of their studies to finish them even during the emergency circumstance. Other students will have the opportunity to enrol in courses again in the next semester.

## 27 March 2020

- Yesterday, the Rector's Directive No. 11/2020 was issued adjusting the schedule of this academic year related to the current emergency. As a follow-up to that, we prepare the adjustment of the academic calendar of the Faculty of Arts, Charles University. The Rector's directive regarding the academic calendar will be issued, according to the further development of the situation, after Easter at the latest.

## E-learning

You may find more information on e-learning in **ENGLISH** at:  
<https://elearning.ff.cuni.cz/en/home-page/>

## 17 March 2020

- Please, start to devise **alternative forms of attestations** as a closing part of the courses taught this semester. If the conventional forms of attestations still will not be possible, we have to be prepared to carry out attestations using different methods allowing the students to finish their enrolled courses, acquire required credits and pass to the next year.
- **The courses of the BA's third year and follow-up MA's second year take priority over others** allowing the students to complete their studies and pass the final

exams in the earliest possible term. Slowing down the advancement of a higher number of students may cause several personal problems (e.g. tuition obligation, to thwart their start of a follow-up MA programme after being accepted, etc.) and organizational complications for the faculty (e.g. organization of the following dates of final exams, organization of entrance examinations, etc.).

## **12 March 2020**

- In relation to the today's declaration of the emergency state by the Government of the Czech Republic, the office hours of the Registrar's Office and Research Office are cancelled until further notice. If needed, contact the authorized staff by e-mail

## **11 March 2020**

- The alternative form of course realization is at the discretion of each lecturer during the emergency measures, always upon consultation with the director of the department.
- Inform students of your courses about the forms, requirements, and conditions of the courses' realization as soon as possible, but at the latest on **23 March 2020**.
- Please, use the period between **11 – 23 March 2020** for consideration and preparation of alternative possibilities of teaching your courses.
- We expect the commencement of the alternative forms of courses at the latest from **23 March 2020**, if the emergency measures should remain valid even after this date.
- **Lecturers, whose courses are attended by foreign students, will receive additional information on the courses' organization.**